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# CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

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## CHAPTER 17: REPORTS

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### SECTION 1700.0 GENERAL

Section 4-8.01 of the 2003 Acts of Assembly requires the Department of General Services to submit a semi-annual report to the Senate Finance and House Appropriations Committees on the status of capital outlay projects. Report data includes the Project Number, Agency Name, Title, appropriated amount and other pertinent data.

### SECTION 1701.0 CAPITAL OUTLAY PROGRESS REPORT

- 1701.1 Requirement:** Every Agency having a capital outlay project is required to submit this report listing all active capital outlay projects. Active projects are defined as those for which an approved G.S. Form E&B, CO-2 has been issued. Projects become inactive the first report cycle following the submittal of the CO-14
- 1701.2 Frequency:** The report is required to be submitted semi-annually. The Agency's report is due to BCOM by April 15th and October 15th with as of dates of April 1st and October 1st, respectively.
- 1701.3 Instructions:** At least three weeks prior to the due date for the report, the Agency will be provided an EXCEL spreadsheet copy by E-mail of its portion of the most recent report submitted to the House and Senate money committees. The Agency shall mark up this report to show additions, deletions or changes in status as of the April 1 and October 1 dates. The updated report shall be E-mailed to BCOM at the address shown in Section 1701.5.

If a project shows no progress since the last report, an explanation must be given in the remarks column or on an attached sheet. Indicate the reason for lack of progress and what steps are being taken to get the project back on schedule.

### INSTRUCTIONS FOR COMPLETING THE REPORT

#### EXPLANATION OF COLUMNS

COLUMN - PROJECT IDENTIFICATION : Use 8 digit number consisting of 3 digit Agency or Sub-Agency Code, plus 5 digit Project Code Number. Use 3 digit Agency or Sub-Agency Code under which the Appropriation is listed. Add to the 8 digit number the Sub-project code if appropriate. Give abbreviated project title.

COLUMN - BIENNIUM : Denotes Biennium in which the initial Appropriation was made. For even numbered years, use the double designation such as 88-90. For Appropriations made during the odd numbered years or mini-session, use 1989. Subsequent yearly or biennial additions or deletions to the Appropriation will be noted in remarks.

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COLUMN - APPROPRIATED AMOUNT : This lump sum figure should reflect total of all funds appropriated for the project, plus or minus any funds added to or deleted from the project.

COLUMN - OBLIGATED TO DATE: This figure shall include the value of all expenditures to date of all funds that are obligated by signed contract or purchase order.

COLUMN - CO-2 APPROVED: Denotes date of approval of the initial CO-2 by the Governor. Dates of revised forms are not required.

COLUMN - DESIGN % COMPLETE : Show percentages thus:

A/E hired (CO-3)	5%
Design Criteria (Schematics) Approved	20%
Preliminary Plan & Specifications Approved	40%
Working Drawings & Specifications Approved	100%

Interpolate percentages to indicate status between points denoted. If plans are not required to be prepared either by Consultant or In-House personnel, then mark Column 6 thus: N/A.

COLUMN - CONTRACT AMOUNT - Figure denotes accepted low bid amount, plus or minus increases or decreases as generated by approved change orders. When a Contractor is not utilized (work performed by In-House personnel), then the budgeted amount for construction is the required figure.

COLUMN - CONSTRUCTION % COMPLETE - Show percentages thus:

Contract Awarded	1%
Work Begun	10%
Estimated Progress-Interpolate	Between 10% and 95%
Substantial Completion	95%

COLUMN - ESTIMATED COMPLETION DATE - As shown on Approval of Award of Contract (CO-8) and as revised by change orders or Owner estimate of substantial completion when done by In-House forces. **Include in the listing the ‘planned’ or ‘estimated’ Construction Completion Dates for all Projects under design.**

COLUMN - REMARKS - Identify any variation to normal procedures in addition to those uses as described in the explanation above; i.e., Job on hold, Contractor walked off site., Project under litigation., On hold, Governor's freeze. etc.

**1701.5 Distribution:** One copy shall be E-mailed to:  
coforms@dgs.state.va.us